



Application for Organizational Plate

Thank you for your request in regard to special registration plates. Maryland Vehicle Law, Section 13-619, requires that an organization applying for special registration plates be non-profit in nature, have at least twenty-five (25) members who are Maryland registered drivers, and must comply with the regulations adopted by the MVA.

The following information pertains to the individual who will act as contact person and assume responsibility for signing the applications authorizing issuance of the organizational plate.

Name (Chairperson)

Address

Telephone Number

Purpose of Organization

By completing this application the president of the organization will be certifying the organization is non-profit as evidenced by:

A. A determination letter from the Internal Revenue Service (Letter 947 or equivalent) as to qualification for Exemption from Taxation under Section 501(c) (7) of the Internal Revenue Code. Or...

B. A valid Certificate of Exemption issued by the Comptroller of the Treasury as to the qualification for Exemption from Sales Taxation under Article 80 of the Annotated Code of Maryland.

Please accompany either of these with a list of organizational members who are Maryland registered drivers. Minimum of twenty-five (25)

The Organization currently has _____ members.

Type of Organizational Plate requested: ☐ Non-logo ☐ Logo

If you are requesting an Organizational Logo Plate, a colored emblem must accompany this application.

Please be advised all emblems will be reviewed by a review panel for compliance of Maryland Vehicle Law TR 13-619 and COMAR 11.15.19.03. If the emblem is rejected you will be notified by the Administration within 45 days of receipt of your application.

I/we certify that the statements made are true and correct to the best of my/our knowledge, information and belief.

Signature (President of Organization)

Date

Printed Name

Organization

Date

This package contains information, instructions and the required MVA form “Application for Organizational Plates” for creating organizational plates. If you have any questions about this process please contact the MVA at (410) 787-2968, or by mail at: Motor Vehicle Administration, Title Correspondence Unit, Room 104, 6601 Ritchie Highway, N.E., Glen Burnie, Maryland 21062.

To Apply:

Please note, to qualify for organizational plates the organization must be a non-profit, with a minimum of 25 members.

The president of the organization will need to complete the MVA's “Application for Organizational Plates” form (VR-039). By completing this form the president of the organization is certifying that the organization is a non-profit. The following document(s) must be submitted with the application:

- A Determination Letter from the Internal Revenue Service (letter 947 or equivalent), showing the organization meets the qualifications to be exempt from taxation, as stated in Section 501 of the Internal Revenue Code.

or

- A valid Certification of Exemption issued by the Comptroller of the Treasury, showing the organization meets the qualifications to be exempt from sales taxation, as stated in Article 80 of the Annotated Code of Maryland.

and

- An Organization Certification of Membership on your organization's letterhead (see attached example in package), which must include each members' name and their current license plate number.
- The name, address, telephone number and signature of the person assigned by the organization to act as a representative to the MVA.

Selection / Design of License Plate

The selection of the organizational license plate scheme is subject to approval by the MVA. A non-logo or a logo plate maybe selected with the following plate scheme:

Non-Logo

Two (2) alphas and Five (5) numeric
Example: NN0001

or

Three (3) alphas and Four (4) numeric
Example: NNN0001

Logo

Two (2) stacked alphas and Four (4) numeric

or

Three (3) stacked alphas and (4) numeric

The name of the organization may be displayed on the bottom of the plate (optional). This selection can not be more than twenty-five (25) characters, including the spaces.

Organizational license plates may be displayed on passenger cars, multi-purpose vehicles (Jeeps, Motor homes, Blazers, etc.) and trucks up to and including 1 ton. Motorcycle organizational license plates can only be displayed if the organization meets the required criteria.

Required Artwork to Produce the Plates

1. A sample of the logo, a patch or a decal, must be submitted for review in addition to color comparison.
2. Artwork for the logo must be film positive "Opaque Black" (clear acetate with black logo outline). Each color of the logo must have it's own film positive piece of artwork on acetate in positive transparent form.
3. Artwork must be actual size for printing. Maximum size for the logo is 3 inches in height and 3 inches in width.
4. Logo is limited to 4 colors. PMS colors and the PMS numbers must be provided and attached to the appropriate piece of artwork.
5. If lettering is to go around the logo it must be enclosed.

The organization's representative will coordinate with the MVA the processing of the application, which includes:

- Ensure each member's application is authorized and signed for issuance of the plate by the proper authority within the organization.
- Collect and submit with each member's application the appropriate fee.
\$15.00 for a non-logo plate or \$25.00 for a logo plate
- Advise each member of the organization to return the license plates originally issued back to the MVA upon the receipt of the new organizational license plates.
- The organization is responsible for notifying the MVA, in writing, of the appointment of subsequent representatives.